

**Project Name:** CCLD Licensing Reform Automation Project

**OCIO Project #:** 5180-150

**Department:** Social Services

**Revision Date:** 5/7/09

## Status Report

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### Status Report – Project Manager to Sponsor

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#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on	Yes			
2. Were any key milestones or deliverables	Yes			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or	No		
2. Do any key milestones or deliverables need	No		
3. Is there any unplanned work that needs to be	No		
4. Are there any expected or recommended	No		
5. Are there any tasks not originally estimated	No		
6. Are there any tasks or milestones that	No		
7. Are there any scheduled tasks whose start	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Shortage of development staff due	Back-fill with available staff.

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### Current Status and Accomplishments:

Requirements Definition is generally progressing as scheduled. The Itinerary Scheduling subproject team has completed five (5) of eight

### Project Milestones:

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Management Reports Requirements - CIT	4/8/09	4/8/09	Complete		4/8/09
Itinerary Scheduling Requirements	7/31/09	7/31/09	On Target		
Employee Information Availability	9/24/09	9/24/09	On Target		
Common Language Requirements	10/26/09	10/26/09	On Target		

### Variances

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

Project Milestones:					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Management Reports Requirements - CIT	4/8/09	4/8/09	Complete		4/8/09
Itinerary Scheduling Requirements	7/31/09	7/31/09	On Target		
Employee Information Availability	9/24/09	9/24/09	On Target		
Common Language Requirements	10/26/09	10/26/09	On Target		

Variances				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	1
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>1</b>

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

The vendor Lotus Notes developers as a group are very skilled and experienced. No critical due dates have been missed to this point.